



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

(302) 739 – 3160
FAX (302) 739 – 4436

1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

July 18, 2017

MEMBERS PRESENT

David J. Roberts, Chairman
Alan Robinson, Jr., Vice Chairman
Tom DiCristofaro
Ron Marvel
Lynn Truitt
Marvin C. Sharp
Joseph M. Zeroles

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Ted Walius, DVFA
Charles Frampton, Brandywine Hundred Fire Co.
Elmer Steele, DVFA
Jamie Roy, Cheswold Fire Company
Gary Madden, Marydel Fire Company
Charles R. Bames, Jr., Marydel Fire Company
Randy Barr, Marydel Fire Company

CALL TO ORDER

Chairman Roberts called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF JUNE 20 16, 2017 COMMISSION MEETING MINUTES

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Truitt that the minutes of the June 20, 2017 Commission meeting be approved. Motion carried by unanimous vote.

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

The Administrative Specialist I position in New Castle County remains dormant due to the hiring freeze.

Shawn Hinton, Deputy Fire Marshal I submitted his resignation letter to Fire Marshal Ingle on June 20, 2017. Fire Marshal Ingle requested to be able to fill the position through OMB approval.

Brian Schad, Deputy Fire Marshal III and Tony Eoppolo, Fire Protections Specialist II have both obtained 15 years of state service.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Marvel to letters of appreciation for the employee service awards. Motion carried by a unanimous vote.

Fire Injuries/Fire Fatality Update

Fire Marshal Ingle reported that Delaware suffered five fire fatalities so far in 2017.

Sunday, June 25, 2017 at 9:23pm, Cheswold Fire Company was dispatched to a structure fire in the unit block of E. Commerce Street in Cheswold. Upon arrival they had heavy smoke and fire conditions present. During the fire suppression operations a victim was found deceased in the structure. The structure is a 2 story apartment building with four units. A smoke alarm was present, however, the smoke alarm was non-operational.

Fire Injuries/Fire Fatality Update cont.

A firefighter was transported to the Bayhealth (Kent) and later transferred to Temple Hospital in Philadelphia from smoke inhalation in critical condition. The investigation remains ongoing.

The fifth fire fatality of the year occurred on June 27, 2017 at approximately 7:00pm. The Seaford Fire Department was dispatched to a manufactured home fire in the 29000 block of Watson Lane near the Maryland State line. Upon Fire Department arrival the structure was engulfed in flames. After the fire was extinguished, a victim was found deceased inside the structure. No smoke alarms were present. The investigation is ongoing.

FY 2018 Budget

Fire Marshal Ingle reported that his agency received more of a budget cut than anticipated in contractual funding. The agency budget was reduced by \$20,000 in contractual funds, \$2,000 for Juvenile Firesetter Program Supplies, Smoke Alarms was eliminated from the epilogue language, Fire Protection Specialist IV position eliminated, Non-Appropriated Special Fund Account of \$750,000 was repurposed to the Bond Bill to assist in the replacement of the HVAC system at the Fire School.

DTI Update

Fire Marshal Ingle reported that not much has changed from the previous month. They are working on screens in the new program and testing has begun.

K-9 Recertification

K-9 Tanya and John were in Maine for their annual recertification as a K-9 accelerant team. This is the third year that Tanya has been certified. She does a great job for the agency.

Dover/New Castle – Building & Grounds Project Updates

The Kent County Division roof will be completed within two weeks. The parking lot at the New Castle Division has been completed. There are a couple of areas that are scheduled for repair near the garage and evidence building.

The Office of the State Fire Marshal did a final inspection of the New Castle County Fire School site.

QAP Update

Fire Marshal Ingle reported that his agency is actively working on past due certificate of inspections for fire protection systems. Wilmington Fire Marshal's office has been working on the same issue for past due/overdue certificates in the City of Wilmington. They have been delinquent and he is looking to remedy this quickly. The certificate holder is the responsible party.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE
80 %

DELINQUENT DEPARTMENTS

New Castle County	
Cranston Heights	April – May
Townsend	February – May
Five Points	May
Holloway Terrance	May
Belvedere	November – December 2016
Kent County	
Bowers	January – May
Cheswold	November – December 2016 & January – May 2017
Dover	March – May
Houston	April – May
Little Creek	April – May
South Bowers	January - May
Sussex County	
Ellendale	April – May

OVERDUE REPORTS BY DAYS

30 Days	60 Days	90 Days	90+ Days
2	4	1	5

Source: DFIRS Incidents received as of 7/05/17.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Re-approved as an AHA Training Center for 2 years
- Budget FY17 year-end update
 - Income less expenses of Tuition accounts (Special Funds) + 157,993.06. These funds will be used for the office remodeling.
- Budget FY18 – status
 - General – Total Reduction of \$55,800 – Personnel \$23,400, Equipment \$24,500, other reductions \$7,900.
 - Capital (Bond Bill) included
 - Hydraulic Rescue Tools - 3 companies and DSFS. Director Newnam thanked the Commission and DVFA for having the wording changed to remove “Hydraulic” and request funding for “Rescue Tools”.
 - HVAC Replacement – Dover Center – Approved for \$1.7 Million.
- Budget FY19 – Proposed budget submissions
 - Operating Budget
 - Review of EMT Training line and equipment – may request additional funding. Director Newnam is reviewing the training line and will possibly request additional funding.
 - Capital Budget
 - Funding for Rescue Tools – 13 companies and DSFS – Pass Through Funding.
 - Pad repairs – concrete – 75-100k. Director Newnam would like to repair the concrete pads on the training grounds, but after meeting with Facilities Management, the need for upgrading restrooms may supersede the current need for pad repairs.
- Status New Castle Division expansion project – Director Newnam thanked the Office of State Fire Marshal for their assistance and professionalism during the New Castle County Project. The County has been slow to move forward in verifying that the flood panels meet the standards of the federal government.
- Planning and Evaluation (P&E) Staff workshop conducted. Minutes of the Planning and Evaluation workshop were provided to commissioners for their information.
- One Year - Long Range plan – 2017- 2018 – The one-year and long range plan was provided to the commissioners for their information.
- June 23, Delaware State Clearinghouse Committee notified the Fire School that the AFG Grant has been approved.
- Submitted NFA grant for 20k – used to provide programs in state.
- Ladies Aux. Meal price has increased by \$1.00 per plate.
- Camp Fury – August 19-20th – 18 attendees currently enrolled.

Staff Activities

- DSFS Instructor News, developed and distributed – Senior Instructor Gajdos
- DSFS News, developed and distributed – Senior Instructor Wilson
- Delaware State Fair – DSFS Staffing Event Table.
- UAV response – Felton 06-26-17- Fire Marshall requested – Senior Instructors Dempsey and Ingram
- SERT response – Seaford 06-27-17 – Level 1 – Senior Instructor Ingram
- WBOC – coverage of Junior Fire Camp, interview – Senior Instructor Dempsey
- National Injury Prevention Conference, Baltimore, MD. July 26-July 30 – Training Educator O'Malley
- DVFA HOT Training – DSFS supporting the program – Phase V training – Senior Instructor Dempsey
- Delaware County - ISFSI basement fire burns – 07/13 – Senior Instructor's Dempsey, Ingram and Wilson.
- Web page redesign – Senior Instructor Miller. The State is requiring the website change.
- SERT response – Level 1, Seimens Research, Newark – Senior Instructor Miller

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Junior Fire Camp – 44 attendees – Dempsey, Staff and Instructors
 - Incipient Brigade – special in-service for Procter and Gamble
 - Machinery Rescue Operations – 23 students
 - In-service classes – 7 scheduled
 - EVO – Kent Division – 51 students (16)
 - Fire Officer Academy – New Castle County – August 2017
 - Fire Officer I – blended program – Kent and Sussex – August 2017

EMS

- Current Month
 - CEU programs – 3 classes scheduled (6)
 - EMT accelerated class – 23 students (14 Fire Service, 6 Non-Affiliated, 3 UD)
 - EMT fall classes – 15 NCD, 16 KCD, 2 SCD (class size 25 students) start 8/28

Public Education and Injury Prevention - Activity Report

- Current Month
 - Fire Safety Programs – 15 scheduled
 - Fire Safety Displays – 3 scheduled
 - Life Safety Programs – 1 scheduled
 - Life Safety Displays – 1 scheduled

Maintenance – Building and Grounds

- Floor cleaning and waxing at Dover Division scheduled for August
- Pit and separators scheduled for cleaning in August
- Performing routine maintenance, preparing for fall classes
- Office remodeling – Office area pricing – Staff Offices and Computer classroom, design phase -

Financial

- Past Due Billings
 - 30 days – 81,894.71
 - 90 days – 1,535.00
 - 120 days – 50.00
- 20678 Tuition Fund – 894,870.00
- Accounts receivable – 111,550.00
- Revenue Comparison
 - Tuition – 2017 – 91,833.50, 2016 – 107,543.50
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – The Expenditure report was submitted to the Commissioners for review.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

22 Annual Ambulance Unit Inspections
0 New Unit Inspections
6 Complaints Received
6 Arrest Notifications were received.
0 Self Report

2016 – 2 Open Cases
2017 – 12 Open Cases

Request Closure on Case No. 1618. This EMT is currently suspended by the Commission. Supporting indictment documents were brought before the Commission and the EMT was suspended based on those felony charges. All of the criminal charges have been dismissed by the Attorney General's Office. The Attorney General's Office recommends that the Fire Prevention Commission dismiss the case for reasons of prosecutorial discretion. It was moved by Commissioner Dicristofaro, seconded by Commission Truitt to close case No. 1618 per the Deputy Attorney General's recommendation. Motion carried by a unanimous vote.

Request to schedule a hearing at the August 15th meeting for Case No. 1712. This EMT has arrest charges in New Jersey and was arrested in Delaware for an outstanding warrant. The EMT failed to self-report to the Fire Prevention Commission. The hearing will be set for failure to report out of state and in state arrest/charges. It was moved by Commissioner Dicristofaro, seconded by Commission Truitt to schedule an August 15, 2017 hearing for Case No. 1712 per the Deputy Attorney General's recommendation. Motion carried by a unanimous vote.

REPORT OF BLS MEDICAL DIRECTOR

The manuscript of the CPAP Pilot Program that is to be published in the Prehospital Disaster Journal has been approved for an August print date. It highlights the success of the state program and the providers who participated. Dr. Matthews provided the Commission with a copy of "Observational Study on Safety of Prehospital BLS CPAP in Dyspnea article prior to it being published.

Dr. Matthews discussed the cost of a generic Epi Pen 2 pack is \$700. Med-Line is an option with a blank prescription provided at a cost of \$200 for a 2 pack. The least expensive option is drawing your own from a vial, but Dr. Matthews does not feel this is a viable option due to the possibility of error. Commissioner Truitt recommended that Dr. Matthews contact a Compound Pharmacy and see if they are able to handle the needed volume. She suggested someone like Safeway Compounding Pharmacy in Newark, Delaware.

REGULAR SESSION

ACTION ITEMS

FY 18 – First Bi-Annual Ambulance Fund Distribution

It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to approve the Ambulance Fund Distribution as presented by Ms. Lambertson. Motion carried by a unanimous vote.

Cheswold Fire Co. – Rule to Show Cause Hearing – Delinquent Audit

James R. Roy, President of Cheswold Fire Company appeared to present evidence as to why further action or sanctions for non-compliance warranted. President Roy indicated that he was not aware there was a due date for audits because Cheswold has always turned these in as a matter of course. The Company changed CPA Firms and the new firm was unfamiliar with Cheswold's accounting practices, so it took more time to complete the report. The hearing concluded with a motion made by Vice Chairman Robinson, seconded by Commissioner Dicristofaro to recognize Cheswold Fire Company as 25 days late and assess a fine of \$2,500.00. Motion carried by a roll call vote.

Commissioner Dicristofaro – Yes
Commissioner Truitt – Yes
Commissioner Sharp – Yes
Commissioner Marvel – Yes
Commissioner Zeroles – Yes
Vice Chairman Robinson – Yes
Chairmen Roberts – Yes

Marydel Fire Co. – Excessive Scratch Rate

Chief Madden, President Barr and Ambulance Captain Barnes presented a corrective action plan to the Commission. Marydel stated that providing adequate professional ambulance service to the people in their community is a priority to them. In the past volunteers were the primary over night and weekend staffing. Volunteer crews are utilized along with part time paid staff around the volunteers. Within the past eight months Marydel has been temporarily short on volunteer EMTs due to various medical issues, lost two primary night and weekend drivers, and in January a new Ambulance Captain was elected, but was not able to fulfill the responsibilities due to new work and unexpected family obligations.

Marydel Fire Co. – Excessive Scratch Rate cont.

There were two calls that were already out on a call in MD and four times they did not receive the page or text alert. The Board of Directors have met with the EMS staff and have made the following changes:

- Board of Directors and Line Officers have agreed to drive at night and on weekends. Advertising to hire a part time driver.
- Volunteer EMTs are returning as they can from medical leave and are committing to set crews.
- Part time staff are being utilized to fill voids in schedule to ensure ambulance coverage in the district.
- Trying to recruit more volunteers.
- New Ambulance Captain as of July 5, 2017. Plan to continue working together to improve the scratch rate.

Delaware City Fire Co. – Extension Request

Delaware City Fire Co. No. 1, Inc. requested an extension for the submission of their audit due July 15, 2017. Several factors are to be considered in the delay. Health issues prevented the delivery of the records on the regular schedule to the Accounting Firm. When the records were delivered, the Accounting firm had a backlog due to the conclusion of tax season. Additionally, they have spent a lot of time implementing all of the recommendations of the Task Force, including converting records to QuickBooks. The conversion took up a large amount of time within the leadership group and the outside Accounting firms. They expect to be able to submit the report by August 30, 2017.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to grant Delaware City Fire Co. a 45 day extension. Motion carried by a unanimous vote.

Cranston Heights Fire Co. – Extension Request

Cranston Heights Fire Co. requested an extension for the submission of their audit due July 15, 2017. They reported that they were in need of a new auditor for the State Review. They recently hired Evelyn Joiner to complete the State Review for Cranston Heights.

After discussion, the Commission made a motion to deny the extension request due to lack of a hardship. It was moved by Commissioner Marvel, seconded by Commissioner Sharp to send a letter stating that the regulations spell out that a hardship can only be granted if the delinquency is out of their control. Based on the written submission the

Cranston Heights Fire Co. – Extension Request cont.

Commission has considered the matter and determined that a hardship has not been demonstrated in the writing. Therefore, the due date remains July 15, 2017 and the company needs to be aware pursuant to statute that every day the audit is late, the Commission has the ability to fine up to \$100 per day. Motion carried by a unanimous vote.

Little Creek Fire Co. – Rule to Show Cause Hearing – Delinquent Audit

No one from Little Creek Fire Company appeared to present evidence as to why further action or sanctions for non-compliance warranted. Little Creek Fire Co. audit was due June 15, 2017 and was submitted on June 28, 2017. The audit was 12 days late. The hearing concluded with a motion made by Commissioner Marvel, seconded by Commissioner Sharp to recognize Little Creek Fire Company as 12 days late and assess a fine of \$1,200.00. Motion carried by a roll call vote.

Commissioner Dicristofaro –	Yes
Commissioner Truitt –	Yes
Commissioner Sharp –	Yes
Commissioner Marvel –	Yes
Commissioner Zeroles –	Yes
Vice Chairman Robinson –	Yes
Chairmen Roberts –	Yes

Delinquent Audits – Due July 15, 2017

➤ Belvedere Fire Company and South Bowers Fire Company

It was moved by Vice Chairman Robinson, seconded by Commissioner Zeroles to request Belvedere and South Bowers to appear before the Commission at the August 15, 2017 meeting for a Rule to Show Cause hearing. Motion carried by a unanimous vote.

NEW BUSINESS

Audit Compliance Committee Appointment

Vice Chairman Robinson submitted two names for consideration in a possible appointment to the Audit Compliance Committee. He will keep the commissioners apprised of a decision.

REGULAR BUSINESS

No report at this time.

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

No report at this time.

MISCELLANEOUS INFORMATION

No report at this time.

REPORT OF THE COMMISSIONERS

Vice Chairman Robinson

Vice Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Safe Summer Day, DVFA Meeting, Citizens Hose Fire Company Meeting, Kent County Association Meeting, Kent County Auxiliary Meeting, Citizens Hose Fire Company Board Meeting.

Commissioner Ron Marvel

Commissioner Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Seaford Fire Department Meeting, State Chief's Meeting, Legislative Hall, Kent County Meeting, Paramedic Dedication, New Castle County Meeting, and Sussex Callboard Meeting.

Commissioner Joseph Zeroles

Commissioner Zeroles reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Fire Chief's Association Meeting, State Fire Police Meeting, New Castle County Firemen's Association Meeting and New Castle County Fire Police Meeting.

DATE OF NEXT MEETING

August 15, 2017 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Zeroles that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 11:08 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

sl/